



STATE OF ARIZONA
SCHOOL FACILITIES BOARD

Governor of Arizona
Janet Napolitano

Executive Director
John Arnold

INSTRUCTIONS FOR FY 2007 SQUARE FOOTAGE CHANGES

The purpose of these reports is to identify any square footage changes that were completed in the district **between July 1, 2006 and June 30, 2007**.

BUILDING PREVIEW REPORT – **This report has been mailed to the district superintendent**; it identifies all of the existing buildings in your district. Please cross off any buildings that no longer belong to the district's inventory, and write a brief explanation for the square footage removal. **Please note: SFB permission is required by Statute for districts to remove buildings, increase Excludable Space, or take any action that would reduce district square footage.** You may need to refer to this report in order to complete some other reports; when you are finished with the Building Preview Report, please mail it to:

School Facilities Board
Attention: Amber Peterson
1700 W. Washington, Suite 230
Phoenix, AZ 85007

If you have no changes to the Building Preview Report, you do not need to mail it back, but please let Amber Peterson know via e-mail.

RE-LOCATED PORTABLES REPORT – Use this form to report the re-location of portables that occurred **between July 1, 2006 and June 30, 2007**. For each building that was moved, please provide:

4-digit Building Number - indicated in the far left column of your Building Preview Report (i.e. 1001, 1002, etc.).

Portable I.D. – as assigned by the district

Moved from school – school from which building was moved

SF Removed
SF Added - } Indicate the Square Footage amount removed and added in the appropriate grade level columns (default grade levels were included on form; type in the correct grade levels for your district)

Moved to school – school to which building was moved

Please note: SFB permission is required by Statute for districts to take any action that would reduce district square footage at any grade level. If portables were moved to schools with different grade configurations, leaving a net reduction of space at a particular grade level, SFB approval will be required prior to changing the database.

NEW SQUARE FOOTAGE REPORT – This is a blank form for you to indicate any new schools or new buildings that were built **between July 1, 2006 and June 30, 2007**. Note: An addition to an existing building is considered a new building; the addition will have its own building number. If you are adding an entire school to our database, please provide the new school's CTDS, address, and phone number on the blank lines at the top of the page. Use a separate sheet for each school and keep all sheets in one Excel file. For each new building that will be added to our database, please provide:

Bldg Description – As used by district (i.e. Building 100, Building A, etc.).

Bldg Use - (i.e. classrooms, gymnasium, etc.).

Bldg Type – PM (Permanent), OP (Owned Portable), LP (Leased Portable), O (Other – please identify).

Fiscal Year Built – Should be 2007 unless reporting a building that was inadvertently not reported in the past.

Grade Levels Served – Be specific for each building (i.e. K-6, 6-8, 9-12, etc.).

Gross Square Footage – As measured from exterior wall to exterior wall.

Excludable Square Footage – Space that is solely used for district administrative purposes is excludable. Examples of excludable space include district storage, concession stands, and bus barns. Principal offices and school administration offices are NOT excludable. If you list excluded space, footnote the reason for its exclusion.

Interior Corridors – Indicate whether or not a building has interior corridors (the actual square footage of the interior corridors is NOT needed).

Replacement Space – Indicate whether or not a new building is replacement space. If you list replacement space, footnote the buildings that are being replaced.

Funding Source – Please be specific. Examples of funding sources include SFB New School Facilities Fund, Class A Bonds, Class B Bonds, Unrestricted Capital Outlay, etc. If the funding source is B Bonds, a capital outlay override, or impact aid revenue, please footnote the date of voter approval for authorization.

Funding Amount – Total cost of constructing the new building.

The RE-LOCATED PORTABLES and NEW SQUARE FOOTAGE reports must be e-mailed to Amber Peterson NO LATER than **September 1, 2007** at: apeterson@azsfb.gov

If no square footage changes occurred in the district during FY 2007, you must send some indication to the School Facilities Board. **Do not assume that no response indicates “no changes.”** Simply type “No Changes” on the form and e-mail it back.

For questions, call Amber Peterson at (602) 542-6736.